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ABSTRACT

The Jefferson County (Colorado) Public Schools' regulations and policies concerning student travel covers these forms of travel: student activity travel, extended student travel, district sponsored student travel, district authorized student travel, student exchange, and bonus learning trips. Issues and items addressed include: (1) authorization policies; (2) transportation availability and policy; (3) liability (general considerations, privately owned vehicles, and responsibility law); (4) potential conflicts of interest; (5) publicity; (6) letters to parents for extended travel; (7) use of district transportation (including insurance coverage and billing for services); (8) bid requirements for commercial lodging, transportation, or other services; (9) timelines for trip planning and reporting; (10) criteria for extended travel student selection; (11) conditions for cancellation of a student's participation; (12) trip cancellation policy; (13) sponsor selection and evaluation; (14) collection of funds; (15) scholarship provision; (16) credit options; (17) evaluation of extended student travel experiences; and (18) student exchange program policy and committees. Additional specific information is given for these trip categories: art, athletic activities, music, science, second language instruction and language camps, and social studies. An appendix of report forms includes those used by the district and parents or guardians. (MSE)

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STUDENT TRAVEL

POLICIES - REGULATIONS - EXHIBITS

JEFFERSON COUNTY PUBLIC SCHOOLS R-1

LAKEWOOD, COLORADO 80215

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May, 1984

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File: IICA

STUDENT TRAVEL

THE BOARD RECOGNIZES THE VALUE OF FIRST HAND EXPERIENCES PROVIDED THROUGH TRAVEL. THESE ARE A MOST EFFECTIVE AND WORTHWHILE MEANS OF LEARNING. PURPOSEFUL, WELL-ORGANIZED, AND PROPERLY SUPERVISED TRAVEL EXPERIENCES ENABLE STUDENTS TO DISCOVER NEW WORLDS, STIMULATE INTEREST IN FURTHER LEARNING, INCREASE CULTURAL AWARENESS, BRING HISTORICAL EVENTS TO LIFE, PROVIDE FIRST-HAND EXPERIENCES WITH SCIENTIFIC AND ENVIRONMENTAL TOPICS, DEVELOP SELF-ASSURANCE, ENHANCE LANGUAGE SKILLS, AND SOLIDIFY AN APPRECIATION OF THE AMERICAN WAY OF LIFE.

IT IS THE DESIRE OF THE BOARD TO ENCOURAGE STUDENT TRAVEL AS PART OF THE TOTAL SCHOOL PROGRAM. SPECIFIC GUIDELINES AND ADMINISTRATIVE PROCEDURES ARE DEVELOPED IN ORDER TO SCREEN, APPROVE, AND EVALUATE STUDENT TRAVEL. ALSO THEY SERVE TO ENSURE THAT ALL REASONABLE STEPS ARE TAKEN FOR THE SAFETY OF THE PARTICIPANTS, AS WELL AS TO ESTABLISH THE HIGHEST EDUCATIONAL VALUE POSSIBLE.

ONLY TRIP SPONSORS AND STUDENTS ARE ACCEPTABLE PARTICIPANTS ON DISTRICT SPONSORED/AUTHORIZED TRAVEL PROGRAMS. IT IS THE INTENT OF JEFFERSON COUNTY PUBLIC SCHOOLS TO SPONSOR/AUTHORIZE TRIPS THAT ARE PRIMARILY FOR ITS STUDENTS. THE SOLE INTENT OF THIS POLICY IS TO ENABLE INDIVIDUALS TO ESTABLISH EDUCATIONALLY SOUND STUDENT TRAVEL EXPERIENCES THAT ARE DIRECTLY ASSOCIATED WITH SPECIFIC INSTRUCTIONAL PROGRAMS.

REGULATIONS FOR THE IMPLEMENTATION OF THIS POLICY WILL BE PUBLISHED AND ISSUED TO EACH PRINCIPAL OF THE ELEMENTARY AND SECONDARY SCHOOLS OF THE DISTRICT.

Jefferson County School District R-1
Lakewood, Colorado

Effective -- August 1, 1980
Revised --

DEFINITIONS

Student Activity Travel: Student activity travel is defined as one which coincides directly with the curricular and extra curricular programs. The experience desired clearly demonstrates support for the specific objectives of the curriculum. Student activity trips do not include overnight stays.

Extended Student Travel: Extended student travel is defined as any school-related travel which requires the participants to be away from home for a period of time longer than 18 hours and includes overnight stay.

District Sponsored Student Travel: District sponsored student travel is defined as a District developed and sponsored study-residence for students which relate directly to instructional programs and may last as long as nine weeks during the school year.

District Authorized Travel: District authorized travel is defined as a travel experience which has educational value but is generated by an outside agency which assumes full responsibility for the trip. Such trips must have District approval in order to use District facilities and involve District teachers and students.

Student Exchange: Student exchange is defined as any program in which District students travel to and reside in other cities and countries. It is expected that students from reciprocal cities and countries will reside in and attend Jefferson County Schools. Student exchange programs must receive approval to operate in Jefferson County Schools from Superintendent (see page 25).

Bonus Learning Trips: Bonus Learning Trips are to be governed by this document. These trips are approved by the local school principal in fulfillment of teacher contract provisions. These regulations govern all such activities.

REGULATIONS - INTRODUCTION

The regulations are comprised of three parts: Part I contains regulations related to student activity travel. Part II contains general regulations applicable to all extended student travel. Part III contains extended student travel by discipline specific categories, including Art, Athletics, Music, Science, Second Language Education (Extended Foreign Travel Study/Foreign Language Camps), and Social Studies.

PART I

STUDENT ACTIVITY TRAVEL

Types

There are four (4) types of student activity travel:

Type A - Curriculum-Required Student Activity Travel. No Charge.
Type B - Curriculum-Related Student Activity Travel. Charge.
Type C - Optional Student Activity Travel. Charge
Type D - Athletic Student Activity Travel. Charge.

Type A - Curriculum-Required Student Activity Travel transportation, approved by the Board of Education, will be provided by the Transportation Department at no cost to a department, school or student.

Type B - Curriculum-Related Student Activity Travel will be self-supporting. Costs are to be paid by students.

Type C - Optional Student Activity Travel will be self-supporting. Costs are to be paid by students.

Type D - Athletic Student Activity Travel will be paid from budgeted funds from the Athletic Department.

Authorization

All Student Activity Travel must be approved by the principal or designee. Requests for field trips should be made in writing using the Form IICA-E-12. For Student Activity Travel which is not in the required category or described in District guides or other issued materials, principals must consult with the appropriate program manager to determine the educational value of such travel.

Transportation

Refer to pages 16-17 for details of the policy concerning the use of District transportation. Bus requisition forms should indicate the curriculum area and the name of the field to ensure proper billing for curriculum-required travel, both Type A and Type B. If commercial transportation is required, bidding procedures must be followed which are outlined in Part II of this policy.

Liability

Signed parental permission must be obtained in advance for all participating students using Form 0046-002200. All teachers and sponsors of student activity travel should be familiar with the terms of liability outlined in Part II of this policy. If privately-owned vehicles are used, the sponsors should be aware of the liability outlined in Part II of this document. In such cases, the PARENT/STUDENT DRIVER AUTHORIZATION form must be completed prior to departure. (See File: IICA-E-1.)

PART II

EXTENDED TRAVEL
SPONSORSHIP/AUTHORIZATION
APPROVAL PROCESSES

District Sponsored Extended Student Travel

Step I: All extended travel requests must be proposed for approval on the Jefferson County Public Schools Request for Sponsorship of Extended Student Travel Forms (File: IICA-E-2).

Step II: Once signatures from the supervisory principal and Area Superintendent are received, the proposal must go to Purchasing for bidding, travel arrangements, agreements and pricing. (Refer to File: IICA-R, page 18).

Step III: When two or more schools participate in the same trip, copies of the completed (authorized and bid) documents must be filed with the Travel Accounts Technician to coordinate the collection of fees and disbursement of payments.

District Authorized Extended Student Travel

The District believes in allowing students to have access to alternative foreign and extended domestic travel programs other than those sponsored by the District. Such programs sell services directly to students of the District.

The Checklists for Approving District Authorized Extended Student Travel (Files: IICA-E-2 and IICA-E-3) are designed to evaluate proposed extended student travel. Once authorizations from the supervisory principal and Area Superintendent are received, the proposal must go to Purchasing for bidding, travel arrangements, agreements and pricing. (Refer to File: IICA-R, page 18).

File: IICA-R

Multi-school Trip Request Authorization

Travel activities that involve students from more than one school should be coordinated among schools within the administrative area and be approved by the Area Superintendent. Travel experiences approved by the Board of Education for District-wide implementation will be coordinated through the subject area coordinator for the appropriate curriculum area.

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LIABILITY

Liability - General Considerations

The District maintains basic comprehensive liability insurance. Teachers and administrators are expected to demonstrate reasonable and prudent care in organizing and supervising any student travel.

1. The sponsoring teacher should make student travel as safe as possible. This includes predicting obvious hazards and designing precautionary measures.

2. If the sponsoring teacher foresees a risk or hazard relative to student travel, the teacher will:

   a. Inform both students and parents in writing of the implication of the hazard.

   b. Formulate a written plan which includes safety rules.

   c. Enforce the rules and administer penalties for all known infractions.

3. The sponsoring teacher will be knowledgeable of Board policies and school rules relative to student travel.

4. Participating students and their parents will be informed in writing of all student travel rules to be enforced by the sponsoring teacher.

5. Written permission should be obtained from parents for students to participate in the student travel activity. This ensures that the parent has been informed of the student travel activity and has granted consent. (For Student Activity Travel use Activity Permission Slip, SEMS No. 0046-002200; for Extended Student Travel use File: IICA-E-5, Parent/Guardian Release Agreement.)

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6. In the case of an accident, the teacher has the duty to administer first aid until professional help can be obtained, but should not do anything beyond emergency first aid. Please use Emergency Form File: IICA-E-13.

   a. Sponsoring teachers should never administer medication, unless authorized in writing with specific details from the parent.

   b. A prepared listing of the locations of nearest hospitals and clinics should be available prior to trip departure. An accident report form must be submitted at conclusion of travel activity. (Accident Report Form SEMS No. 0046-0922.)

7. Teachers are liable for conduct of students in their custody which is illegal, e.g., consumption of alcohol, drugs. District policies as set forth in disciplinary action procedures shall be enforced.

8. Sponsoring teachers may not violate the constitutional rights or legal privileges of students even for the sake of protecting students from themselves, e.g., the sponsoring teacher may recommend safe clothing, but cannot require it. (See the Student Responsibilities and Rights Manual.)

9. When provided, sponsoring teachers must participate in related, District-sponsored, inservice activities.

Liability - Privately Owned Vehicles

Privately owned vehicles may be used when other forms of District and commercial transportation are not available. Any teacher, employee, or student, eighteen (18) years and older, who is requested and authorized to transport students to and from approved District activities in his or her privately owned vehicle must have personal insurance coverage on the vehicle. In the event of a claim, the car owner's insurance company will provide primary insurance coverage for damage or injury. The District's insurance

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will provide secondary coverage for claims in excess of the limits of the employee's insurance.

The parent and student driver must sign a statement indicating that the individual is a licensed driver, that the vehicle to be used is in good operating condition, and that the vehicle has liability insurance coverage which meets the requirements of the Colorado Financial Responsibility Law. (File: IICA-E-1.)

Responsibility Law

The company which provides coverage for the vehicle must be specified. The numbers of persons transported shall not exceed the vehicle's intended capacity.

On all trips where a parent or student is the driver, the Parent/Student Driver Authorization Form must be completed prior to departure. (File: IICA-E-1.)

File: IICA-R

CONFLICT OF INTEREST

Student travel experiences may create situations for possible conflict of interest. District employees must not use their position for private advantage or individual gain. District employees must ensure they do not unduly influence students or other employees to participate in any activity in a manner to affect evaluation, promotion, or grades.

Staff members participating in District approved student travel must:

1. Ensure that costs to be incurred by the sponsors, e.g. transportation, lodging, meals, substitute teacher costs, administrative costs, etc., be figured realistically and economically and that participating students and their parents are informed of these costs in writing.

2. Ensure that those sponsors who are accompanying the group, and whose expenses are being paid, have identified responsibilities written into the trip plan. The sponsoring teacher must list sponsors and receive written agreement of the responsibilities the sponsor accepts.

Staff members participating in District approved commercial travel programs must:

1. Follow existing procedures prior to direct solicitation of students in schools for participation in the travel program.

2. The sponsoring agency must provide all supplies.

3. Conduct student activities and meetings outside of school hours.

4. Not accept gratuities for services performed while acting as an agent of the District.

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Lakewood, Colorado

File: IICA-R

For additional information related to Conflicts of Interest, refer to Policy GBCA-R.

File: IICA-R

PUBLICITY OF EXTENDED STUDENT TRAVEL OPTIONS

Notice of properly approved District sponsored and/or authorized travel options may be issued through District publications. Prior to publication of a notice of the availability of a student travel option, verification of the District sponsorship and/or approval must be obtained from the Division of Instruction where all final documents of approval for travel are maintained.

With regard to District sponsored or authorized trips, appropriate notice from the teacher must be forwarded to the parents in a letter form. The information to be included in the letter is listed as follows:

Letter to Parents for Extended Student Travel

The following items should be included in a letter to the parents to inform them of policies, expectations, content, and costs of the travel experience:

1. Curricular objectives
2. Academic activities which support objectives
3. Itinerary
    a. Dates, times
    b. Transportation
    c. Lodging (locations and telephone numbers)
    d. Meals
    e. Activities

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4. Student/Teacher Ratio

5. Costs
   a. Transportation
   b. Room and board
   c. Admissions
   d. Substitute teacher
   e. Sponsor expenses
   f. Contingency
   g. Insurance
      (1) Accident, medical
      (2) Trip cancellation
      (3) Flight accident insurance

6. Suggestions of what to take
   a. Clothing
   b. Footwear
   c. Cameras and other special equipment
   d. Hygiene items
   e. Writing materials
   f. Homework
   g. Limited amount of spending money
   h. Additional suggestions from the sponsor

7. Forms to be submitted
   a. Parent Release Agreement (File: IICA-E-5)
   b. Extended Student Travel Acknowledgment of Responsibilities (File: IICA-E-6)
   c. Extended Student Travel Teacher Permission Form (File: IICA-E-7)
   d. Additional forms determined by sponsor and principal

8. Rules of conduct
   a. Extended Student Travel Acknowledgment of Responsibilities Form (File: IICA-E-6)
   b. Any additional rules established by the sponsoring teacher and principal.

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9. Other items as follows

   a. Conditions for acceptance or denial into program
   b. Notice that acceptance of deposit money does not imply acceptance into the program
   c. Specification of procedures for early return of student

      (1) Notification of parents
      (2) Supervision of students up to time of departure aboard commercial transportation
      (3) Parents to reimburse the District for costs resulting from disciplinary action

10. Circumstances under which trip may be cancelled including conditions of return of recoverable deposit money.

File: IICA-R

USE OF DISTRICT TRANSPORTATION

The use of buses or vans for activity trips shall not interfere with the regular transportation of students to and from school. Student activity trips must use transportation provided through the District Transportation Department insofar as it is available for the particular trip requested.

The Director of District Transportation will be responsible for all arrangements involving buses, bus routes, and drivers.

1. Application for transportation must carry the signed endorsement of the principal. Any extended travel will also have the Area Superintendent's signed endorsement.

2. Buses must be requested at least ten (10) working days prior to travel. Extended Travel must be confirmed at least two (2) weeks in advance. A trip number will be provided when the request is made and will serve as confirmation of the request.

3. Failure to cancel a trip twenty-four (24) hours prior to departure (weekend trips should be cancelled by Thursday afternoon) will result in cancellation charges as follows:

   a. Trip duration of less than six (6) hours equals two (2) hours minimum charge.

   b. Trips scheduled for six (6) or more hours equals three (3) hours minimum charge.

4. The adult in charge of the student passengers, or the principal, will verify the number of student passengers by signing the trip report carried by the drivers.

   a. Each bus used to transport students on trips will have at least one (1) adult, other than the driver, assigned by the principal or designee to supervise the students.

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b. The ratio of adults to students on trips using district transportation will be at least one (1) per bus.

5. Bus drivers will not drive more than ten (10) hours per day or be on duty more than fifteen (15) hours following an eight (8) hour rest period.

6. A school bus driver on extended travel will not be assigned such additional duties as escorting or supervision of students.

Use of District Transportation - INSURANCE

In those instances where vehicles owned by the District are driven to and from approved school activities by authorized employees of the District, the District's insurance policy provides comprehensive general liability insurance.

Additional Insurance Coverage

All approved extended student travel will require inclusion in the bid package of the following travel insurances: accident, medical, principal sum (death), and flight accident.

Billing for Transportation Services

Each school will be billed for transportation services each month. The billing period will be from the first day of the month through the last day of the month.

Bus vandalism invoices will be sent to schools and paid on the next Monthly Remittance Advice.

File: IICA-R

BID REQUIREMENTS

All school district authorized or sponsored student travel involving commercial transportation, lodging, and other services require a formal written bid. The only exception to this requirement is the extended travel done by athletic teams for state playoffs or as stated in Part II discipline specific criteria. Extended student travel using District transportation will not need to be bid.

Extended student travel proposals, after Principal and Area Superintendent approval will be submitted by the Principal to the Director of Purchasing for bid preparation and subsequent submission to agents and travel organizations meeting the established criteria as approved by the Board of Education.

Acceptable bid proposals from travel organizations and agencies are to be selected upon criteria, as follows:

1) Cost factor evaluation
2) Fiscal responsibility
3) Experience
4) Reputation
5) Personnel competence
6) Flexibility
7) Accessibility
8) Ability to meet the needs of the travel request
9) Sponsor's written evaluations
10) A comprehensive travel insurance policy is made available.
(File IICA-E-2, IICA-E-3, IICA-E-4.)

Expected time for the bidding processes is approximately thirty (30) days for domestic travel and forty-five (45) days for foreign travel. For specific information regarding bid procedures relating to travel, refer to Policy DCGB.

File: IIAC-R

TIMELINES

All actions (notification of trip availability, screening processes, acceptance or non-acceptance, monetary considerations, other criteria) must be handled in a reasonable and timely manner. Each sponsor must submit a detailed timeline with the trip proposal for each action, as follows:

Date #1 - Submit proposal for trip
Date #2 - Notification to students of trip availability and deadline for submission of forms to students and parents
Date #3 - Dissemination of selection criteria
Date(s)#4 - Orientation meetings of parents and students
Date #5 - Notification of students of acceptance or rejection status
Date #6 - Trip departure date
Date #7 - Trip report to school files

The selection of the dates for the timeline is to be left at the discretion of the sponsor, with final approval by the principal.

CRITERIA FOR EXTENDED TRAVEL STUDENT SELECTION

District students who desire to participate in any travel activity should be selected with care in order to ensure that all participants benefit from the experience.

Individuals who are not enrolled in District schools, or who are not acting as appointed sponsors, are not eligible to participate in District travel programs unless special permission is granted through written authorization by the Area Superintendent.

Student travel participants fall into two categories:

1. Programs which travel with a pre-selected group of students functioning as a unit, e.g., pep club or instrumental band.

2. Programs for which individual students enroll.

In the instance of pre-selected student group travel, it is assumed that the students enrolled have met suitable standards established by the sponsor and are capable of traveling as productive members of the group.

The following criteria should be considered in determining student selection:

1. Student has satisfactorily completed all pre-travel activities required by the sponsoring teacher and principal, e.g., orientation meetings, homework, fees.

2. Student has met prescribed academic requirements as determined by the sponsoring teacher and principal.

3. The following forms have been submitted: Activity Permission Slip or Parent Release Agreement (File: IICA-E-5, SEMS No. 0046-002200); Teacher Permission Form (File: IICA-C-7) and Acknowledgment of Student Responsibilities (File: IICA-E-6).

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CONDITIONS FOR CANCELLATION OF A STUDENT'S PARTICIPATION

In a situation of a student's injury, illness, or unacceptable behavior, the teacher and principal reserve the right to cancel the student's trip up to the date of departure, upon notification in writing, including the rationale, and a conference with the student and parents.

CANCELLATION OF A TRIP

Any trip may be cancelled due to circumstances, such as:

- illness of the sponsor(s)
- lack of sufficient participants
- administrative decision

Trip cancellation, with the exception of student activity trips, requires a written notice to the participants explaining the rationale and a return of recoverable deposit money.

SPONSOR

Selection

All sponsors of student travel are to be specifically qualified to supervise these activities through participation in a District sponsored inservice or equivalent experience.

Sponsoring teachers receive compensation for their efforts in the form of expense free travel, accommodations, food, lodging, and substitute teacher provision. The understanding for according these benefits to teachers and sponsors is the acceptance of responsibility to supervise assigned school-based students and to provide those students with an appropriate educational experience during their absence.

In no way is this regulation to be interpreted as an opportunity for teachers to supervise and/or direct tour groups of students or adults on travel while the teacher is obligated to fulfill assigned district-specific educational classroom responsibilities.

Evaluation Criteria

Employee sponsors of student travel will be evaluated according to criteria established under Article 16 of the Negotiated Agreement between Jefferson County Education Association and the Jefferson County School Board of Education.

COLLECTION OF FUNDS

Collection of funds for extended travel involving students of one school should be conducted through the financial secretary of the school.

Collection of funds for travel involving students from two or more schools should be conducted through the Division of Instruction.

SCHOLARSHIP PROVISION

The Board of Education approves the development of scholarship funds so that ability to pay does not become the sole criterion of student participation in District sponsored or authorized student travel experiences. Funds for scholarships may come from individuals, community or organization efforts.

CREDIT OPTIONS

Credit for student travel is limited to approved courses, study abroad, and "Close-Up."

EVALUATION OF EXTENDED STUDENT TRAVEL EXPERIENCES

Written evaluation of each Extended Student Travel Experience must be submitted in two parts. The first is an informal report to the principal on how well the trip met its stated educational objectives. The second part is the completed Vendor Performance Evaluation Request which is submitted to the principal and the Director of Purchasing (File: IICA-E-4).

File: IICA-R

STUDENT EXCHANGE PROGRAM

Student Exchange: Student exchange is defined as any program in which District students travel to and reside in other cities and countries. It is expected that students from reciprocal cities and countries will reside in and attend Jefferson County Schools. Student exchange programs must receive approval to operate in Jefferson County Schools from the Superintendent prior to requesting authorization to operate in a school. Such authorization must be acquired by the building level principal and Area Superintendent (File: IICA-E-11).

A student exchange program must meet the following criteria:

1. Foreign or out-of-state American students of secondary school age are recruited and brought to Jefferson County to live with families and to attend school.

2. Jefferson County students of secondary school age are recruited and sent to the same foreign or out-of-state location to live with families and attend school in a reciprocal arrangement.

3. Experiences for foreign or out-of-state and Jefferson County students should be comparable.

4. Effort should be exhibited of an attempt to place students one-for-one.

5. Orientation activities should be in place in order to familiarize host families with the needs and requirements of housing a foreign or out-of-state student for a long period of time.

6. Orientation activities should take place in order to help the student adjust to a new culture.

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Application to conduct a Student Exchange Program must be submitted on IICA-E-11.

Students associated with an approved student exchange program may attend Jefferson County schools in accordance with Jefferson County Board Policy JECBA.

Student Exchange Travel Committee

The district will maintain a standing Student Exchange Travel Committee comprised of the following:

Director of Secondary Education, Committee Chair
Program Coordinators from:

- Art
- Athletics
- Music
- Second Languages
- Science
- Social Studies
- Junior High Principal (1)
- Senior High Principal (1)

The Committee will be responsible to recommend student exchange programs to the Superintendent.

PART III

CATEGORICAL EXTENDED STUDENT TRAVEL REGULATIONS

CATEGORY: ART EDUCATION

Description

Extended student travel are those approved by the Coordinator of Art. The content of the trips include art museum visits, attendance at theater and dance performances, and architectural and sculpture tours.

Objectives

- To expose students to artistic settings about which they are studying.
- To provide learning experiences which cannot be duplicated in classroom environments.
- To provide experiences which help students to develop positive and meaningful attitudes toward artistic appreciation.

Authorization/Approval

Same as General Regulations, Part I.

Sponsor Selection Criteria

Same as General Regulations, Part I.

Sponsor Evaluation

Same as General Regulations, Part I.

Student Selection Criteria

Students selected for participation in extended art student

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travel experiences must:

- complete all pre-travel activities required by the sponsoring teacher, and
- submit all required forms.

The sponsoring teacher will have the final determination in student selection. Students not selected for participation will be notified in writing in a timely manner of rationale for non-selection. (Ref: General Regulations, Part I.)

Bid Requirements

Same as General Regulations, Part I.

Collection of Funds

Same as General Regulations, Part I.

Credit Options

None

CATEGORY: ATHLETIC AND ACTIVITIES EDUCATION

Description

Extended athletic trips are those recommended by the Executive Director of Athletics and Activities and approved by the Superintendent.

Objectives

To participate in all sports sanctioned by Jefferson County in competition with other Colorado High School Activities Association member schools.

Authorization/Approval

The principal and Executive Director of Athletics and Activities shall recommend all extended travel. Athletic contests will be limited to locations within a 75-mile radius from the Jefferson County School location. This provision will not exclude games in Colorado Springs, Longmont, Greeley, Fort Collins, or Fort Morgan. Colorado High School Activity Association playoff contests are excluded from the 75-mile limit.

Substitutes, if needed, are funded and approved by the Executive Director of Athletics and Activities.

Student Selection

Participant selection is comprised of athletes competing on the team, plus other support role students such as managers, trainers, or statisticians. Students are obligated to comply with the Jefferson County League Athletic Policies and Procedures in lieu of the forms for extended travel in the General Regulations, Part I.

Sponsor Selection

Sponsors are authorized coaches. Additional sponsors, if needed, will be approved by the principal and the Executive Director of Athletics and Activities.

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Sponsor Evaluation

The Building Athletic Director may include evaluative information related to the management and administration of trips, according to criteria established with all coaches under the Jefferson County League Athletic Policies and Procedures, approved by Jefferson County Board of Education.

Bid Requirements

Due to minimum time lines of playoff contests, phone bidding may be approved by Purchasing. When time permits, bidding will occur as stipulated in the General Regulations, Part I.

Collection of Funds

Funds for approved athletic playoff contests are provided by the Central Athletic Department and/or partially paid by the Colorado High School Activities Association. Participation fees are collected by the school financial secretary.

Credit Option

None

CATEGORY: MUSIC EDUCATION

Description

Trips are taken by musical performing groups under the leadership of the regular school director(s). Students are away from home for a period of time longer than 18 hours, staying overnight, and usually staying from one (1) to seven (7) nights. These groups perform at festivals, in community events, or at other schools. The trips occur during the school year.

Objectives

Students will have opportunity to perform outside of the District.

Students will be able to tour visited areas for greater musical and cultural awareness.

Students will be able to hear other musical groups from outside Jefferson County.

Students will develop greater poise, self-awareness, and self-discipline.

Authorization/Approval

Same as General Regulations, Part I.

Sponsor Selection Criteria

The regularly assigned director of the group will be the person in charge. Additional sponsors will be determined by the principal and the director.

Sponsor Evaluation

Each sponsor should be evaluated by the director at the conclusion of the trip. The principal will evaluate the director's performance on the trip. This will be added to the regular

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teacher evaluation process, as stated in General Regulations, Part I.

Student Selection Criteria

Students selected for music travel experiences must be contributing members of the organizations and must be willing to assume financial responsibility for their portion of the trip. Additional criteria, if any, will be determined and announced at the time of the first announcement of the trip. The director will have the final determination of students to be selected. Students not selected for travel must be notified in writing in a timely manner of rationale for non-selection.

Bid Requirements

Each overnight trip will be bid by the Purchasing Department based on detailed specifications furnished by the director, and as stated in General Regulations, Part I.

Collection of Funds

All funds will be collected at the school level in a manner to be determined by the principal, director, and financial secretary. Collection of funds for extended travel involving students from two or more schools should be conducted through the Division of Instruction.

Credit Options

No credit will be given nor will participation or non-participation in the trip affect the regular course grade.

File: IICA-R

CATEGORY: SCIENCE

Description

Extended travel for science students provides an opportunity for students to study a subject, first hand, in a natural or technological setting. These trips may include a short-term field experience on a nearby prairie or mountain study site, a multi-state tour of selected ecological, environmental and technological sites not available in Colorado, a several day river trip or a backpacking trip, or an extensive, two-week camping/field study course as offered in Summer School Field Biology.

Objectives

The general objectives of this travel provide opportunities for students to:

1. Make direct, first-hand observations and data collection from natural and technological environments that cannot be made in the classroom.
2. Use their observations to solve real and/or simulated problems encountered during the trip.
3. Observe applications of scientific concepts used by industry, research institutions, government agencies, museums, universities, etc.
4. Meet and interact with scientists, engineers, technicians, etc., in their job environment.
5. Develop positive attitudes toward science-related careers, people and environments.

Authorization/Approval

Same as General Regulations, Part I.

Sponsor Selection Criteria

Same as General Regulations, Part I. Care should be taken to insure that travel sponsors have specific training and successful experience in conducting river trips, backpacking trips and other travel where unique safety requirements exist.

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Sponsor Evaluation

Same as General Regulations, Part I

Student Selection Criteria

Same as General Regulations, Part I

Bid Requirements

Same as General Regulations, Part I

Collection of Funds

Same as General Regulations, Part I

Credit Options

Credit is available for extended travel that constitutes all or part of approved summer school courses.

File: IICA-R

CATEGORY: SECOND LANGUAGE EDUCATION, EXTENDED FOREIGN TRAVEL STUDY

Description

Travel study provides an opportunity for students to experience an immersion situation in a foreign language and culture in a native ambience. Objectives of this experience are to promote excellence of program through:

1. Enhancing language skills
2. Stimulating interest in further learning
3. Increasing cultural awareness
4. Developing self-assurance
5. Solidifying an appreciation of the American way of life

Travel study is comprised of travel to the country of study, e.g., Germany, Russia, Switzerland, Austria, Spain, Mexico, France, and other target foreign language countries, for a period of one week to a full quarter. During the stay, students learn and experience native language situations and interaction, native culture, and contrastive sociological phenomena.

The Board of Education endorses District Extended Student study-residence that directly relates to instructional programs.

Authorization/Approval

Same as General Regulations, Part I

Sponsor Selection Criteria

Same as General Regulations, Part I

Student Selection Criteria

The Parent/Guardian Release Agreement is required for all foreign travel (File IICA-E-5).

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Student selection for foreign travel is critical. Various screening forms are provided which the teacher and principal may use in the selection process.

Suggested forms focus on the selection processes that sponsoring teachers should follow in the screening to accept or not to accept prospective students for Extended Foreign Travel Study.

The suggested Student Selection Criteria were prepared by a committee on behalf of faculty sponsors who accept the responsibility of enhancing their academic program through special activities. The contents are intended to safeguard the sponsor as well as the students and parents against potential misunderstandings and/or error factors.

Student Screening Forms

A. Extended Student Travel Acknowlegment of Responsibilities (File: IICA-E-6)
B. Teacher Permission Form (File: IICA-E-7)
C. Questionnaire for Administrators, Teachers, Counselors (File: IICA-E-8)
D. Student Interview (File: IICA-E-9)
E. Second Language Student Evaluation Form (File: IICA-E-10)

Sponsor Evaluation Criteria

Same as General Regulations, Part I

Collection of Funds

Same as General Regulations, Part I

Bid Requirements

Same as General Regulations, Part I

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Credit Options

Credit for study abroad for a nine-week term will be granted. The terms of credit are based upon agreements made between the principal and the student. These agreements should be in writing in order to ensure mutual understanding.

Credit is based upon accreditation standards and Board Policy for awarding of credit.

File: IICA-R

CATEGORY: SECOND LANGUAGE EDUCATION,
FOREIGN LANGUAGE CAMPS

Description

Foreign language camps give students an authentic cultural experience through total immersion in the target language. The camps usually begin on Friday and continue through Sunday.

The objective is to promote a high level of oral communication and communicative competence. This is accomplished through numerous activities that present folklore, competitions, cuisine, traditional music, dance, and crafts, as well as situational role play of professional and daily lifestyles.

Authorization/Approval

The approval of a camp is the responsibility of the Second Language Education Coordinator.

Sponsor Selection Criteria

All sponsors of the weekend Foreign Language Camps are to be specifically qualified to supervise these activities through participation in District-sponsored inservice experience.

Sponsor Evaluation Criteria

Same as General Regulations, Part I

Student Selection Criteria

1. Attendance records
2. Discipline records
3. Grade point average
4. Demonstration and willingness of a student to use the target language is a key factor in the acceptance procedure (File: IICA-E-10).

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Collection of Funds

Funds are to be collected prior to the camp by the sponsoring teacher and deposited and recorded with the Division of Instruction.

Payment must be made in full upon application. If a student is unable to attend camp for justifiable cause, the full amount will be returned to the student through the Division of Instruction. However, if a student is sent home for discipline purposes no money will be refunded.

Bidding Requirements

Camp site selection is exempt from standard bidding procedures, but is based upon cost factors, precedent, availability, and location accessibility.

Transportation may be bid in accordance with Purchasing Procedures.

Credit Options

No credit will be given nor will participation or non-participation in the experience affect the regular course grade.

CATEGORY: SOCIAL STUDIES

Description

Social Studies extended student travel experiences are identified and described in appropriate curriculum guides. These identified student travel experiences meet curriculum objectives and contain detailed itineraries. They are domestic travel experiences which occur during the school year and involve overnight stays of one to ten days.

Objectives

Specific objectives of extended student travel experiences are identified in social studies curriculum guides. General objectives include:

- Exposing students to historic and geographic settings about which they are studying.
- Providing learning experiences which cannot be duplicated in classroom environments.
- Providing experiences which help students to develop positive and meaningful attitudes toward other times, places and people.

Authorization/Approval

Social Studies extended travel experiences are authorized in appropriate social studies curriculum guides and require approval of building principal and area superintendent prior to announcement of the extended travel experience.

All extended student travel requests must be submitted on the Jefferson County Public Schools Request for Approval of District Sponsored Student Travel (File: IICA-E-2).

Student Selection Criteria

Students selected for participation in extended social studies

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student travel experiences must:

- complete all pre-travel activities required by the sponsoring teacher, and
- submit all required forms.

The sponsoring teacher will have the final determination in student selection; students not selected for participation will be notified in writing, in a timely manner, of rationale for non-selection.

Sponsor Selection Criteria

All sponsors of social studies extended travel experiences are to be specifically qualified to supervise these activities through participation in District social studies extended student travel inservice experience. Approval of social studies extended travel sponsors is to be made by the building principal.

Bid Requirements

Same as General Regulations, Part I

Sponsor Evaluation

Same as General Regulations, Part I

Collection of Funds

Same as General Regulations, Part I

Credit Options

With the exception of the "Close Up" Program, no credit options are available for social studies extended travel. Successful participation in the "Close-Up" Program provides one quarter of elective credit in government for the unit "Structure and Function of Government."

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File: IICA-E-1

JEFFERSON COUNTY PUBLIC SCHOOLS

PARENT/STUDENT DRIVER AUTHORIZATION FORM

This authorization is for driving student participants to a scheduled school activity by private vehicle. (The District does not insure privately owned vehicles.)

Activity _____ Date_____ Destination_____

Activity_____ Date_____ Destination_____

Activity_____ Date_____ Destination_____

Adults (any licensed driver 18 years or older) may be authorized to drive participating students to scheduled school activities provided the vehicle driven meets the conditions outlined below:

1. The vehicle to be driven will be in good operating condition.
2. The vehicle has liability insurance coverage which meets the minimum standards of the Colorado Financial Responsibility Law.
3. The number of passengers carried shall not exceed the capacity of the vehicle.

The insurance company providing coverage for my vehicle is:

_____

I verify that the conditions outlined above will be met by the vehicle used on this Student Travel Experience.

_____
Parent/Student Driver's Signature

_____
Signature of Student Driver's Parent (when appropriate)

_____
Date

I have authorized the adult driver indicated to transport student participants to the activity specified.

_____
Principal's Signature

_____
Date

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JEFFERSON COUNTY PUBLIC SCHOOLS

REQUEST FOR APPROVAL OF DISTRICT SPONSORED EXTENDED STUDENT TRAVEL
(This travel program must be bid through district bidding procedures.)

Trip Title: _____

Request submitted by: _____

School: _____ Date: _____

Dates of Trip: _____

Destination: _____

I. Educational Aspects:

Objectives: _____

Educational Content: _____

_____

Is the proposed trip recommended in District curriculum? __yes__no

II. Specific data:

Number of students involved: _____

Number of teachers involved: _____

Others: _____

How many days will the students be out of school? _____

Does this trip involve any other schools? yes_____ no _____

What provisions are made to cope with emergency and/or disciplinary situations if they arise? _____

_____

Estimated cost of trip per student: _____

How many substitute days will be needed: _____

III. Travel Program Purchasing Bid Requirements:

In order to accurately bid your travel program, the following information is required. Please complete this form and return

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it along with your itinerary and all approvals to the Purchasing Department.

1. Length of stay and dates: _____

2. Participation: Number of Students: _____
   Number of Sponsors: _____, expenses to be included with above students.
   Number of Sponsors: _____, expenses to be paid individually.

3. Transportation:
   (If district transportation is to be used, complete the Field Trip Arrangments Form, SEMS No. 0046-022600 in lieu of #3.)

   Air: Non-Stop Flight? _____

   Round Trip: Departure time preference? _____
   Arrival time preference? _____

   Bus: Please specify in your itinerary if chartered service is to remain with the group. _____

   To and from airport only? _____

   To and from activities only? _____

   Train: _____

4. Accommodations:

   Hotel/motel Needs:

   Student: Quad _____, Double _____, Single _____, Other _____

   Sponsor: Quad _____, Double _____, Single _____, Other _____

   Camping: _____

5. Hotel/motel preference? Specify in your itinerary definite names and how many nights are requested at each.

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6. Meals: Specify in your itinerary how many meals daily you expect to be included and any restaurant preferences you may have.

7. Entrance/Admission/Tour Fees? Specify in your itinerary any fees you wish to have included, i.e., specific museums, national monuments, etc.

8. To include baggage handling/transfers/tips? _____

9. The following travel insurance will be included in the bid package: ACCIDENT, MEDICAL, PRINCIPAL SUM (DEATH), AND FLIGHT ACCIDENT.

10. Include a day-to-day itinerary complete with details.

11. Please use the balance of this page to list additional needs, requests or any other items of special concern.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

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IV. Fund Raising:

Is fund raising a necessary part of your program? Yes___ No___

Principal's recommendation and comments: _____

_____

_____

_____
Principal's Signature Date

Area Superintendent's recommendation: _____

_____

_____
Area Superintendent's Signature Date
(Return to School Principal)

(School Principal forward to Director of Purchasing for bid following Area Superintendent's approval.) (Purchasing to forward a set of final copies to Division of Instruction for District master file and to school principal.)

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File: IICA-E-3

JEFFERSON COUNTY PUBLIC SCHOOLS

CHECKLIST FOR APPROVING DISTRICT AUTHORIZED

EXTENDED STUDENT TRAVEL PROGRAMS

(This program must be bid through district bidding procedures.)

Name of travel program _____
Name of sponsoring agency _____
Address of sponsoring agency _____
Telephone number of sponsoring agency _____
School where travel program is to be conducted _____
Date of travel program _____ to _____ Total days _____

IN COMPLETING THIS FORM YOU MUST ATTACH COMPLETED FORM IICA-E-2.

Program Design:

1. Goals of the travel program: _____

2. Objectives of the travel program: _____

3. Do travel program activities support the objectives?
   _____yes _____no

4. Is the program appropriate to the age of the student?
   _____yes _____no If yes, explain how. _____

5. Is the purpose of the travel program academic? _____yes
   _____no If yes, describe activities and the disciplines involved.

6. Is the travel program intercultural? _____yes _____no If yes, identify the activities which allow intercultural communication.

7. Identify special cultural features offered in the travel program, e.g., museums visited, the fine and performing arts, and other transmitters of culture. _____

8. Is a complete and accurate itinerary published in advance?
   _____yes _____no Attach a copy.

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9. Are all meals provided? _____yes _____no If no, how and when do students need to provide their own meals? _____

10. Does the travel program provide the students opportunities for exploration on their own, but under direction? _____yes _____no If yes, how are the explorations structured? _____

11. Does the itinerary begin and end locally? _____yes _____no If no, where does it begin and end? _____

12. Is a printed list of housing accomodations supplied to families and other interested parties? _____yes _____no

13. Are accommodations and their locations appropriate for students? _____yes _____no If no, why not? _____

14. Are orientation meetings to be held on a regular basis with the sponsor prior to departure? _____yes _____no If yes, explain how many hours are committed to what kind of activities.

15. What is the average chaperone/student ratio? _____to_____

Program Safety:

1. Is the travel program selective of students it accepts? _____yes _____no If yes, attach a copy of the selection procedure process.
2. How does the program transport its groups?
   - Regularly ticketed commercial airline _____
   - Charter airline _____
   - Rail _____
   - Bus _____
   - Steamship _____
   - Other _____
3. Does the travel program set behavioral guidelines for students? _____yes _____no If yes, attach a set of guidelines.
4. Does the travel program provide for the health care of the students? _____yes _____no If yes, how is the care provided?

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5. Does the travel program provide for the safe return of a participant if health or behavior problems warrant an unscheduled return? _____yes _____no If yes, explain the procedure.

_____

_____

Program Personnel:

1. Are the designers of the travel program certified educators? _____yes _____no
2. Is the sponsor certificated? _____yes _____no
3. Is the sponsor provided inservice to help in preparation for program leadership? _____yes _____no If yes, describe the nature of the inservice. _____

_____

_____
4. If the program travels overseas, is the sponsor skilled in appropriate languages? _____yes _____no _____not applicable
5. If the program travels overseas, is a full time courier skilled in appropriate languages assigned to assist the sponsor? _____yes _____no _____not applicable

Program Cost:

1. What is the total travel program cost charged to each student participant? $_____
2. Does the travel program cover all costs to the student other than personal expenses? _____yes _____no If no, which items are not covered? _____

_____
3. Is the free time in the travel program appropriate and not an expense cutting play? _____yes _____no If no, explain.

_____

_____
4. Is the program cost competitive? _____yes _____no If no, in what ways is it not cost competitive? _____

_____
5. Is the travel program cost, and what the cost provides, published? _____yes _____no
6. Is a payment schedule made available? _____yes _____no

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7. Is there a published cancellation and refund policy? _____yes _____no
8. Has the sponsoring agency raised the cost of the program after the price has been published during the past three years? _____yes _____no If yes, explain._____

Sponsoring Agency:

1. How long has the sponsoring agency been in operation? _____
2. What is the performance record of the company? _____
3. Is the agency bonded? _____yes _____no
4. What agency personnel, both at home and abroad (if applicable), are available to the sponsor for assistance during the course of the program? _____
5. What learning and trip preparation materials are provided by the agency to the students? _____ to the teachers? _____
6. Does the agency subject its program to evaluation? _____yes _____no If yes, how is the evaluation acted upon? _____
7. Is the agency a member of the Better Business Bureau? _____yes _____no
8. List a minimum of three persons and their addresses (one to be a school administrator) who will act as references for the program.

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Principal Approval:

_____ _____
Signature Date

Area Superintendent's Approval:

_____ _____
Signature Date

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File: IICA-E-4

M E M O R A N D U M

DATE:

TO:

FROM: PURCHASING DEPARTMENT

TOPIC: VENDOR PERFORMANCE EVALUATION REQUEST

Please refer to the attached form.

A travel program, Bid Specification # _____
Title _____ was recently bid and awarded by the Purchasing Department. In order to provide the District with the best service, your evaluation of the travel agent and agency that handled your trip is required.

Please complete the enclosed form and return it to the Purchasing Department within 30 days after completion of your program.

Your cooperation and assistance with this evaluation is appreciated.

Enc: 1 (File: IICA-E-4)

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File: IICA-E-4

VENDOR PERFORMANCE EVALUATION REQUEST

BID SPECIFICATION NO. _____

TRIP TITLE _____

TRAVEL AGENCY _____

TRAVEL AGENT _____

Please rate each item between 1 and 5. Ratings are as follows:

1. Excellent
2. Very Good
3. Satisfactory
4. Fair
5. Poor

A. In giving assistance: _____

B. In giving cooperation: _____

C. In communication: _____

D. In handling complaints: _____

E. In quality of accommodations: _____

F. In quality of reservations: _____

G. In quality of meals: _____

H. In quality of transportation: _____

I. In knowledge of services available: _____

J. In completion of proposed itinerary/bid: _____

Please list below any additional concerns, comments or accolades:

_____

_____

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File: IICA-E-5

PARENT/GUARDIAN RELEASE AGREEMENT FOR EXTENDED TRAVEL

Date:

Dear Parent:

The Jefferson County Public Schools Board of Education recognizes the value of firsthand experiences provided through student travel experiences. These are a most effective and worthwhile means of learning. Purposeful, well-organized and properly supervised travel experiences enable students to discover new worlds, stimulate interest in further learning, increase cultural awareness, bring historical events to life, provide first hand experiences with scientific and environmental topics, develop self-assurance, enhance language skills, and solidify an appreciation of the American way of life.

It is the desire of the Board to encourage student travel as part of the total school program. Specific guidelines and appropriate administrative procedures are developed in order to screen, approve, and evaluate student travel. Also, they serve to ensure that all reasonable steps are taken for the safety of the participants, as well as to establish the highest educational value possible.

The Parent/Guardian Release Agreement is a key document in the acceptance process for a student. Please read carefully and sign the following statement of conditions that constitute a formal parental release. After signing this form, please return it to the sponsoring teacher at your school.

In consideration of acceptance for participation in this travel program, the undersigned hereby releases Jefferson County Public Schools, its directors, officers, agents and cooperating teachers and schools from any and all responsibility as hereinafter enumerated. It is further agreed by the undersigned to indemnify and hold forever harmless Jefferson County Public Schools and all persons acting for it against claims and for all costs and fees arising out of or in any way connected with the following:

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1. Any and all claims of whatever nature for any injury, loss, of any vehicle or services, strikes, war, weather, sickness, quarantine, government restrictions or regulations, or from any act or omission of any airline, railroad, bus transportation, sightseeing, hotel, foreign family, or any other service or transporting company, firm, individual or agency, or for any other cause whatsoever in connection therewith.

2. Any injury regardless of nature or cause, whether resulting or not in death, to the participant (son/daughter) of the undersigned, whether alone or in association with others.

3. Any damage or injury regardless of nature or cause to property of the undersigned or his/her participant, whether real, personal, or mixed.

4. Any financial or other obligations incurred by the undersigned or his/her participant during the program, including without limitation obligations or liabilities incurred in any country in which the program is conducted.

5. Any taking, publishing, or otherwise using photographs or films of the participant or the undersigned, either alone or with others, during the course of the program as may be deemed acceptable by Jefferson County Public Schools.

It is further agreed that Jefferson County Public Schools shall have full authority to take whatever action it deems necessary to safeguard the health, safety, and well-being of the participant. Such authority shall include authorization to secure medical treatment for the participant including the return of the participant to his/her home for medical treatment. Such authorization for action shall also be extended to the right to terminate a participant's involvement in a program for failure to abide by Jefferson County Public Schools' Code of Ethics.* It is also extended to include failure to abide by instruction of his/her teacher guide during the program, and for failure to make payments on time. In such cases, the parents agree to bear the cost of the participant's return home.

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When it is necessary to send a student home, the sponsoring teacher agrees to personally notify a parent/guardian of the child. A sponsor will then accompany and supervise the student to boarding and observe the departure on the transportation system on which the student is to return home.

Jefferson County Schools reserve the right to alter or change the itinerary or to adjust program costs to reflect changes in exchange rates, in fuel costs, or in extraordinary inflation overseas.

Jefferson County Schools also reserve the right to cancel the program due to insufficient participation or to other circumstance beyond their control. In case of such cancelled program, all monies may be refunded, with the exception of application fees, as specified by the sponsoring agency.

Earnest money deposit does not imply, in any manner, acceptance of a student to the travel program.

I, as the responsible parent/guardian, agree to inform the sponsoring teacher of any history of mental/physical/emotional problems of my child that will affect the general welfare of my child and/or the group prior to the stated date of acceptance or denial to participate in the travel activity.

I have thoroughly read and understand the statements and conditions stated herein and agree to the terms of this agreement, as noted by my/our signature(s), as follows:

_____ _____

Parent/Guardian Date

_____ _____

Parent/Guardian Date

_____ _____

Student Date

_____ _____

Sponsor Date

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File: IICA-E-5

* REFS: Student Responsibilities and Rights

Jefferson County School District Regulations on Student Use and Abuse of Alcohol and Other Drugs

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File: IICA-E-6

EXTENDED STUDENT TRAVEL
ACKNOWLEDGMENT OF RESPONSIBILITIES

As a participant in (name of activity) _____ _____, which will take place on dates from _____ to _____, I acknowledge having read and agree to abide by the Jefferson County Public Schools Student Responsibilities document, and particularly those sections related to Extended Travel as quoted below:

> Every member of the school community . . . has the responsibility to promote . . . orderly conduct and behavior . . . and maximum opportunities for learning on the part of each student.

Therefore, . . . the responsibilities of students shall be:

- to help maintain an overall atmosphere conducive to learning and to respect the principle that no student shall engage in any activity which disrupts or shows clear and convincing evidence of threatening to interfere with the public or private rights of others.
- to respect . . . property, . . . caring for it and protecting it from theft, at the same time respecting the individual property of staff and students in the same manner . . .
- to promote the physical safety and personal security of others, exercising in this pursuit a high degree of self-discipline.
- to personally refrain and discourage others from possessing or transmitting any kind of weapon.
- to refrain from using, possessing, buying or selling alcohol and narcotics or other dangerous drugs.
- to practice and encourage honesty in academic work and in all other transactions.

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- to respect the staff by obeying all reasonable requests with equanimity and avoiding the use of profanity or obscene gestures.

In addition, I will further strive to be friendly to all members of the group, accept the will of the majority whenever a matter of choice presents itself, and accept the suggestions and recommendations of the leaders in all matters relating to the program or my personal conduct.

I also agree that the activity sponsor reserves the right to terminate my participation for failure to maintain these standards of conduct.

I further agree that:

1. I will refrain from dating during the period of the activity.

2. I will honor the curfew established by the sponsor.

3. I will advise my sponsor of my whereabouts at all times and never leave the group without being accompanied by other students or sponsors.

4. I will not operate a motorized vehicle during the course of the activity unless specifically authorized prior to departure, in accordance with policy exhibit (File: IICA-E-1).

5. I will take part in all program activities, including meals.

_____ _____

Participant Signature Parent Signature

_____

Date

Jefferson County School District R-1
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File: IICA-E-7

EXTENDED STUDENT TRAVEL TEACHER PERMISSION FORM

Name of Participant_____

Name of Activity_____

Description of Activity_____

_____

Date(s) of Activity (from)_____(to)_____

Name of Activity Sponsor_____

The sponsor appreciates a teacher approval if it is determined that the above student can afford the time out of class to participate in the activity. Comments are needed if it is determined that the student cannot afford the time out of class to participate in this activity.

Period	Class	Teacher Approval Signature	Comment(s)

1_____

Assignment:_____

2_____

Assignment:_____

3_____

Assignment:_____

4_____

Assignment:_____

5_____

Assignment:_____

6_____

Assignment:_____

7_____

Assignment:_____

Jefferson County School District R-1
Lakewood, Colorado

File: IICA-E-8

QUESTIONNAIRE FOR ADMINISTRATORS, TEACHERS, COUNSELORS

Travel Program: _____

Sponsor Name: _____ School: _____

Dates of Program: _____

Student Name: _____

Evaluator's Signature: _____ Date: _____

1. Do you feel the student is capable of assuming the responsibility of traveling in terms of:

	1. No	2. Uncertain	3. Possibly	4. Yes - with reservation	5. Definitely
a. Maturity					
b. Responsibilities					
c. Trustworthiness					
d. Problem-Solving Ability					
e. Acceptance of Authority					
f. Cultural Flexibility					

Comments:

_____

_____

_____

_____

Jefferson County School District R-1
Lakewood, Colorado

2. How does the student relate to others?

1 Poorly - 5 Excellent

	1	2	3	4	5
a. Adults					
b. Students/Peers					
c. Interpersonal Relationships					
d. In-group Settings					

Comments:

_____

_____

_____

_____

3. Would you recommend the student as a participant in the stated travel program? _____

1 No | 2 Uncertain | 3 Possibly | 4 Yes - With Reservation | 5 Definitely

Please explain:

_____

_____

_____

_____

Total Score _____ 60 points possible

(Average all questionnaire points for an average score for total screening tabulation.)

Jefferson County School District R-1
Lakewood, Colorado

File: IICA-E-9

STUDENT INTERVIEW

(Including an additional staff member)

Travel Program:_____

Student Name:_____

Interviewer Name(s):_____ Date:_____

Instructions: These questions relate to the student's flexibility in coping with situations that are common to foreign travel. Respond by marking 2 - 10 and explaining your response. Two is the lowest score possible and ten is the highest score possible.

1. You have arrived in the foreign country and there is no family awaiting your arrival. What do you do? (Note response)

_____

_____

_____

_____

(Evaluate appropriateness of response) 2 4 6 8 10

Explain:_____

_____

_____

2. You have become separated from the group and are lost. What do you do? (Note response)

_____

_____

_____

(Evaluate appropriateness of response) 2 4 6 8 10

Explain:_____

_____

_____

Jefferson County School District R-1
Lakewood, Colorado

3. You are at dinner and are served a special family delicacy of fried intestines. What would you do? (Note response)

_____

_____

_____

_____

(Evaluate appropriateness of response) 2 4 6 8 10

Explain: _____

_____

_____

4. You are being leered and whistled at. What do you do? (Note response)

_____

_____

_____

_____

(Evaluate appropriateness of response) 2 4 6 8 10

Explain: _____

_____

_____

5. The family has just insulted your culture and country. What do you do? (Note response)

_____

_____

_____

_____

(Evaluate appropriateness of response) 2 4 6 8 10

Explain: _____

_____

_____

Jefferson County School District R-1
Lakewood, Colorado

6. You develop a severe personality conflict with a family member with whom you must stay. What would you do? (Note response)

_____

_____

_____

_____

(Evaluate appropriateness of response) 2 4 6 8 10

Explain: _____

_____

_____

Total Score _____ 60 points possible

(Average all questionnaire points for an average score for total screening tabulation)

Jefferson County School District R-1
Lakewood, Colorado

File: IICA-E-10

SECOND LANGUAGE EDUCATION
Student Evaluation Form

Student Name:_____

School:_____

Evaluator's Signature:_____ Date:_____

1. Attendance Record

0 — 25
Poor — Excellent

2. Discipline Record

0 — 25
Poor — Excellent

3. Grade Point Average

0.0 — 2.0 — 3.0 — 4.0
0 — 25
Poor — Excellent

4. Demonstrates willingness to use target language

0 — 25
Poor — Excellent

Total Score_____100 points possible

Acceptable Range_____ Nonacceptable Range_____

Note: Acceptable grade point average is to be determined by the teacher and principal and documented on the selection criteria form.

Jefferson County School District R-1
Lakewood, Colorado

File: IICA-E-11

STUDENT EXCHANGE PROGRAM APPROVAL APPLICATION

Program Agency Identification

(Questions should be addressed in letter form if enough space is not provided.)

Name of program_____
Name of student exchange program agency_____
Address of agency_____
_____
Phone number of agency_____
Name of director_____
Name of local representative_____
Dates when foreign or out-of-state students are to be enrolled _____ to _____
Dates when Jefferson County Public School students are to be enrolled _____ to _____
(Attach a program brochure.)

Program Design

1. Goals of the student exchange program _____
   _____
2. Objectives of the student exchange program_____
   _____
3. How are objectives of the program met? _____
   _____
4. What are the criteria for the recruitment of:
   a. Foreign or out-of-state students? _____
      _____
   b. Jefferson County students? _____
      _____
   c. Foreign or out-of-state families? _____
      _____
   d. Jefferson County host families? _____
      _____
5. What program agency personnel are available for assistance to exchange students and their host families? _____
   _____

Jefferson County School District R-1
Lakewood, Colorado

6. What opportunities are there for Jefferson County Public School students who are abroad or out-of state, but not with families? _____

7. What credit does a Jefferson County Public Schools student receive from the host school? _____

8. In what school(s) are the Jefferson County Public School students to be enrolled? _____

9. In which Jefferson County Public School(s) are the foreign or out-of-state students to be enrolled? _____

Program Cost

1. What is the total program cost to foreign or out-of-state students (not including personal money)? _____

2. What is the total program cost to Jefferson County Public School students (not including personal money)? _____

3. What arrangements are made in case the student must be sent home before the conclusion of the program? _____

   At whose expense? _____

Program Safety

1. What provisions are made for health care for the foreign or out-of-state student? _____

2. What provisions are made for health care for the Jefferson County Public School student? _____

3. What insurance is provided for the foreign or out-of-state student? _____

4. What insurance is provided for the Jefferson County Public School student? _____

Jefferson County School District R-1
Lakewood, Colorado

5. What policy is established for the discipline of a foreign or out-of-state student? _____

6. What policy is established for the discipline of a Jefferson County Public School student? _____

Program History

1. How long has the program been in existence? _____
2. How many American students have participated in the last three years? _____
3. How many Jefferson County Public School students have participated in the last three years? _____
4. How many foreign or out-of-state students have participated in the last three years? _____
5. What foreign cities have participated in the program in the last three years? _____

6. What out-of-state American communities have participated in the program in the last three years? _____

Recommendations

List the names and addresses of three persons who can attest to the program, its quality, and its management. (One name should be that of a school administrator where the program has been in operation.)

1. Name _____
   Address _____
2. Name _____
   Address _____
3. Name _____
   Address _____

Submitted by:

Name _____ Telephone _____
Date _____

Jefferson County School District R-1
Lakewood, Colorado

File: IICA-E-11

Authorization:

The Student Exchange Travel Committee has reviewed the application, and the program___ is___ is not recommended for authorization to function in Jefferson County Public Schools.

_____
Chairperson, Student Exchange Travel Committee

Date: _____

Comments: _____

_____

_____

_____

_____

_____ _____
High School Name Area Superintendent Date

_____
Principal Date

_____
Superintendent Date

Jefferson County School District R-1
Lakewood, Colorado

File: IICA-E-12

JEFFERSON COUNTY PUBLIC SCHOOLS

REQUEST FOR APPROVAL OF STUDENT ACTIVITY TRAVEL

Trip Title: _____

Subject Area: _____ Grade Level: _____

Date of Trip: _____ Departure Time: _____ Return Time: ____

Itinerary: _____

_____

_____

Number of Students: _____

Indicate class(es) or attach a list of participants.

Cost to Students: _____

Please itemize: _____

_____

_____

Names of Sponsors including Parents, Aides, etc.: _____

_____

_____

Will District transportation be used? Yes _____ No _____

Number of buses required: _____ Number of vans required: ____

If District transportation is not required, indicate what transportation will be used:

_____

_____

☐ Curriculum-required student activity travel

☐ Optional student activity travel

Jefferson County School District R-1
Lakewood, Colorado

File: IICA-E-12

If this is a curriculum-required student activity travel, no additional information is needed.

If this is an optional student activity travel, please detail the (1) educational objectives, (2) activities of the trip and (3) the manner in which this trip supports District curriculum.

_____

_____

_____

_____

_____

_____

Submitted by: _____ _____
Teacher's Signature Date

Principal's recommendation and comments:

_____

_____

_____

_____

_____

_____

_____ _____
Principal's Signature Date

Jefferson County School District R-1
Lakewood, Colorado

File: IICA-E-13

JEFFERSON COUNTY PUBLIC SCHOOLS
EMERGENCY FORM

I, _____, being the parent or legal guardian of _____, give my consent for emergency medical and surgical treatment in a licensed hospital by a licensed physician should his or her condition require it in my absence. I understand that in such a case, reasonable attempts would first be made to contact me, time and conditions permitting.

As long as the medical or surgical treatment considered necessary in the situation is in accordance with generally accepted standards of medical practice for the particular type of injury or illness involved, I impose no specific prohibitions regarding treatment unless stated here (if none, so state).

_____

_____

_____

_____

In consideration for my daughter/son going on the _____ trip, I hereby release Jefferson County Public Schools and its personnel from any legal claim arising from the administration of (or failure to administer) medication and the administration of (or failure to adminster) emergency medical treatment.

This authorization is for the time period beginning _____ and ending _____.

_____ _____
Parent or Guardian Signature Date

Jefferson County Public Schools
Lakewood, Colorado

JEFFERSON COUNTY PUBLIC SCHOOLS P-1

STUDENT-EMPLOYEE ACCIDENT REPORT FORM

(Please complete all blanks and circle applicable numbers)

This form is to be completed on any accident which results in: a.) injury severe enough to cause the loss of one-half day or more of either school time or activity during non-school time; or b.) injury severe enough to require a doctor's attention; or c.) injury which requires first aid assistance for other than minor scratches, bruises, etc.

Name:_____ Phone: Home_____ Work_____ School:_____ Grade:____ Age:____

Home Address_____ Sex: Male...1 Female...2 Status: Student...1 Employee...2 Other... 3

City_____ Zip Code_____ Time of Accident: Date _____ Hour_____ AM... 1 PM... 2

Place of Accident: School building... 1 School grounds... 2 To and from school... 3 Home... 4 *Bus... 5 Elsewhere... 6 *If bus related: Route #_____, Bus #_____

LOCATION OF ACCIDENT

Athletic field..... 01	Dressing room and lockers..... 11	Restrooms..... 21
Auditorium..... 02	Driveway..... 12	Showers..... 22
Cafeteria..... 03	Gymnasium..... 13	Sidewalks..... 23
Classroom, general, NEC**..... 04	Home, indoor, NEC**..... 14	Stairs, indoor..... 24
Biology class or lab..... 05	Industrial education shops..... 15	Stairs, outdoor..... 25
Chemistry class or lab..... 06	Industrial place or premise..... 16	Streets, highways..... 26
General science class or lab.. 07	Lakes, rivers, body of water..... 17	Swimming pool..... 27
Homemaking class..... 08	Parking areas..... 18	Yards, fields..... 28
Driver education class..... 09	Playground..... 19	Other, NEC**_____ Specify ... 29
Corridor..... 10	Public buildings, all other..... 20	

DESCRIPTION OF ACCIDENT

How did accident happen? What was person doing? Where was person? List specifically unsafe acts and unsafe conditions existing. Specify any tool, machine or equipment involved._____

TYPE OF ACTIVITY

Classroom activity.....01
Field trips.....02
Horseplay.....03
Intra-mural.....04
Intra-scholastic (incl. practice)..05
Maintenance-operation.....06
Physical education class.....07
Post-school activity.....08
Pre-school activity.....09
Recess.....10
Other_____ Specify ...11

SUPERVISION

Was adult at scene of accident?

Yes... 1 No... 2

Teacher.....1
Other school employee..2
Parent.....3
Other adult.....4

NATURE OF INJURY

Abrasion/bruise....01	Poison (solid or liquid).....12
Amputation.....02	Poison (gas or vapor).....13
Asphyxiation.....03	Puncture wound.....14
Bite.....04	Scratch.....15
Bruise/contusion...05	Shock (electrical).....16
Burn/scald.....06	Sprain/strain.....17
Concussion.....07	Foreign body/etc.....18
Cut/laceration.....08	Suffocation.....19
Dislocation 09	Teeth injury.....20
Drowned.....10	Internal injuries.....21
Fracture.....11	Other_____ Specify ...22

PART OF BODY INJURED

ARM:		HEAD:		TRUNK:	
Arm.....	01	Ear.....	12	Abdomen.....	22
Elbows....	02	Eye.....	13	Back.....	23
Fingers...	03	Face.....	14	Buttock.....	24
Hand.....	04	Forehead..	15	Chest.....	25
Shoulder..	05	Head.....	16	Collarbone..	26
Wrist.....	06	Mouth.....	17	Groin.....	27
		Neck.....	18	Pelvis.....	28
LEG:		Nose.....	19	Ribs.....	29
Ankle.....	07	Scalp.....	20	Spine.....	30
Foot.....	08	Teeth.....	21	Stomach.....	31
Knee.....	09				
Leg.....	10	Other_____ (Specify)		...	32
Toe.....	11				

DEGREE OF INJURY: Death... 1 Permanent disability... 2 Temporary disability... 3 Non-disabling... 4

Total number of days lost from school/work:_____ (To be filled in when person returns to school/work.)

Signature and title of person reporting:_____

Signature of principal or supervisor:_____

**NEC stands for "Not Elsewhere Classified."

IMMEDIATE ACTION TAKEN

☐ First aid treatment, By (Name)_____

☐ Sent to school nurse, By (Name)_____

☐ Sent home, By (Name)_____

☐ Sent to physician, By (Name)_____

Physician's Name_____

☐ Sent to hospital, By (Name)_____

Name of hospital_____

Was a parent or other individual notified? ☐ Yes; ☐ No

If so, how long after injury?_____ By what means?_____

Name of individual notified_____

By whom notified (Name)_____

WITNESSES TO ACCIDENT

Name_____ Address_____

Name_____ Address_____

Distribution: White - Safety/Security Department
Yellow-
Pink - " "
Goldenrod - School Copy

Jefferson County Public Schools Form 947/Revised 9/81

BEST COPY AVAILABLE

Form: 46-0022

ACTIVITY PERMISSION SLIP

I hereby permit _____

to go to _____ (place) on _____ (date)

He will be transported by:

School Bus _____ Fee Required _____
Private Car _____
Walking _____ Other needs _____
Transportation is the responsibility of the parent _____ _____
Other _____ (specify)

Date _____ Signed _____ Parent or Guardian

PLEASE RETURN THIS SLIP PROMPTLY

Jefferson County Public Schools Form 22/Feb. 73

Jefferson County School District R-1
Lakewood, Colorado